

POLICE CHIEF

FLSA Code: E

Job Code: 6150

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work directing the full activities of the Police Department; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing all police communications and citizen service operations; handling personnel and public information matters; ensuring that all laws, regulations and procedures are followed; coordinating work with other city departments and law enforcement agencies, City Council and City Manager; maintaining appropriate files and records.

Responds to varied and complex inquiries concerning public safety matters from a number of sources;

Plans, programs, directs and evaluates the operation of the Police Department;

Develops annual budget proposal and controls budgeted expenses;

Formulates and implements police policy, procedures, rules, regulations and programs;

Prepares and reviews operational and administrative reports;

Promotes, assigns and disciplines all personnel;

Supervises maintenance of all records and materials associated with law enforcement activities or administration;

Makes periodic public addresses;

Meets with the news media for interviews;

Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement;

Evaluates work of subordinates;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in law enforcement, public administration or related field and extensive experience of a wide and progressively responsible nature in police service; thorough knowledge of the laws, rules and regulations relating to the administration of criminal justice and law enforcement, scientific methods of crime detection, criminal identification, controlling laws and ordinances, the geography of the city; demonstrated ability to lead and direct the activities of police officers, establish and maintain effective relationships with other city officials and with the general public; demonstrated ability to evaluate the effectiveness of the police operation and to institute improvements; demonstrated resourcefulness and sound judgement in emergencies, demonstrated integrity and tact. Must meet current D.C.J.S. standards for the position.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.